Training Exercise - Vocal Delivery

**Introduction: Write Your Own Introduction**

**Body: Use the content below**

If a musician took the stage and played one long, sour note for the entire length of his performance, how do you think his audience members would react? They’d walk out, wouldn’t they? Just as musicians need to vary the notes they play, speakers need to vary their vocal delivery.

**Effective Vocal Delivery**

* Maintains vocal clarity
* Emphasizes key concepts
* Keeps the audience interested
* Communicates exactly what you mean to say

## Make Your Voice “sing”

* + - Speak clearly
    - Use vocal variety
    - Use the voice for emphasis
    - Maintain vocal quality

**To Speak Clearly Includes**

* Speak precisely
  + Choose words that most accurately convey your meaning
  + Practice using synonyms (choose a word, then make a list of other words that mean the same thing. Write a sentence, varying your choice of words from your list.)
    - Speak in concrete terms
      * Concrete words evoke concrete images in listeners’ minds
      * Using abstract words allows them to pick images of their own.

The more they do that, the further they will stray from what the presenter intends.

* Speak simply
  + Get examples of adages reworded with big words.
  + A strong vocabulary is an important asset for a presenter. However, don’t think effectiveness means using vocabulary to impress your audience. Nothing could be further from the truth
  + Complex language causes miscommunication
  + One miscommunication can lead to another
  + Simple language communicates best

**Vocal Variety**

* Vary the pitch of your voice
* Start out deeper than normal as pitch tends to rise
* Vary your rate of speech
* Not too quickly or too slowly
* Vary your rate of speech in a calculated, controlled way
* Use rate variations for emphasis
  + - *Exercise* – have tape recordings of professionals (TV, radio) for examples
  + Vary the volume
* Overall, not too loud or too soft.
  + Use the Voice for Emphasis
  + Vary the volume of certain words
    - Shouting (when it’s appropriate) “YEA! WE EXCEEDED OUR GOAL BY 15%”
    - Whispering (stage whisper – raspy, breathy delivery of a word or phrase)
  + Vary the pronounced length of certain words
    - When is wrong right?
    - Intentionally mispronouncing words or changing the length of the way your pronounce words
  + Pausing to emphasize key words or ideas
    - Sometimes the best way to emphasize a point is to say nothing at all. “Pregnant pause.”

**Ways to Maintain Vocal Quality**

* You want to avoid frogs
* Do simple exercises to warm up your voice
  + Do neck stretches.
  + Yawn.
  + Breathe deeply.
  + Exercise your tongue.
  + Exercise your voice.
* Avoid using substances that can cause vocal problems
  + Avoid extremely cold or caffeinated beverages. (Drink room-temp water.)
  + Avoid anything that contains sugar (including candy).
  + Avoid offending your audience – be careful about when you stop to take a drink during a presentation. Do so when the presentation allows for a pause if possible.

**Conclusion: Write Your Own Conclusion**